

Banner ID Number ______ Name _____

☐ FACULTY												
COURSE INFORMATION												
Term			Yr						POSITION NUMBER - 282500			
DEPT	COURSE NUMBER	SECTION	CREDIT HOURS	START DATE	END DATE	PAY HOURS		RATE	TOTA	L PAY	FOAP	
OR OTHER WORK PERFORMED (define briefly):												
ADMINISTRATIVE/PROFESSIONAL CLERICAL/SUPPORT												
COURSE INFORMATION												
Term Yr POSITION NUMBER - 282500												
DEPT	COURSE NUMBER	SECTION	CREDIT HOURS	START DATE	END DATE	PAY HOURS		RATE	TOTAL PAY		FOAP	
OR POSITION NUMBER -												
	CTART DATE	HOURLY RATE* OR FLAT										
START DATE			END DATE		н	HOURLY RATE*		FLAT	FLAT RATE		FOAP	
Description of Service:												
*Some monthly ampleyees must be paid as bought rate due to Federal Wass and Hour Descriptions												
*Semi-monthly employees must be paid an hourly rate due to Federal Wage and Hour Regulations This request is in compliance with APSU Policy 5:015 and faculty overload is being paid in accordance with APSU Policy 2:046												
Submitted by Date												
Submitted by Date Date Dept/Area/Other Chair/Coordinator/Other												
Signature of Supervisor/Dean Date												
Signature of Employee Date												
Signature of VP/Provost Date												